Sectt. H-27—104,006—4-11-49.

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Development. **(1952) Department.**

Ms SERIES.

Passed
Ca

G. NO. 982

Dated 10-3-1952

[Despatch Abstract.]

Establishment - Fisheries - Office of the Asst Director of Fisheries Mangalore Additional Staff - Proposal of D.F - Orders - Issued

DEPARTMENT OF FISHERIES.

/Dw 16118 Ff/52 4/2/52

From
Sri K.N. Anantaraman, I.C.S.,
Director of Fisheries,
M a d r a s.

To
The Secretary to Government,
Development Department,
M a d r a s.

No. 27742 A3/51 dated 9-2-1952.

Sir,

Sub: Establishment - Office of the Assistant Director of Fisheries, Mangalore additional Ministerial staff Sanction - Requested -

1) The Office of the Assistant Director, Mangalore is one of the heaviest sections in the Department having direct control over 27 fisheries schools, 27 fish curing yards, 47 Fishermen Co-operative Societies and some deep Sea fishing centres. There are two Inspectors of Fisheries, one Fishery Demonstrator, one Assistant Fishery Demonstrator and six Sub-Inspectors in the executive line to assist the Assistant Director in supervising and controlling these institutions. In addition to this the Assistant Director has to attend to the work relating to marketing, seed collection and distribution and stock and all other items of fisheries activities including Rural Fishery Demonstration and inland fishing.

2) Before the re-organisation of the Department on regional basis, the Assistant Director, Mangalore with one Upper Division Clerk and two Lower Division Clerks was in charge of only Deep Sea Fishing activities of the Department in the South Kanara District. But now to attend to this increased volume of work he has been given only one more Upper Division Clerk two Lower Division Clerks and one Typist from 1-7-1949.

3) The work attended to by each ministerial staff in the office is as follows:-

(1) Head clerk (Upper Division Clerk No.1): He has to supervise the work of the one Upper Division Clerk, 4 Lower Division Clerks and one Typist in the Office. In addition to the supervising work he is also attending to the accounts relating to the section which on an average comes to 1500 bills in a year besides the preparation of Budget statement of surrender and savings and other financial statements. Besides this he has also to prepare numerous statements of food production scheme. Only one Lower Division Clerk is attached to him to prepare fair copies of bills and to assist him generally. It can be imagined how difficult it would be for an Upper Division Clerk to attend to the accounts of an office involving about 1500 bills per year and also to supervise the work of the other clerks also.

(2) Upper Division Clerk No.2. This clerk is attending to the Establishment matters of all the fish curing yards, schools, Co-operative Societies, Rural Fishery Demonstration Units etc. and has to deal with the service matters of more than 300 subordinates working under the control of the Assistant Director, Mangalore. All papers relating to Accounts, posting, transfer, leave, increment, regularisation of services, probation, disciplinary case, pension etc. of all these subordinates are also attended to by him. He is also attending to the maintenance of about 300 service Registers and preparation of Establishment returns including Annual Establishment list and April return.

(CONTD...2)

(3) Lower Division Clerk No. 1. He is preparing pay bills, T.A. Bills, contingent bills etc. for the whole section and is assisting the Upper Division Clerk No. 1 in account work.

(4) Lower Division Clerk No. 2. The papers relating to the general administration of all the fish curing yards and schools are dealt by this clerk. Supply of salt to all yards and to attend to the accounts of the yards and to watch whether all the schools are properly equipped with furniture, scientific apparatus and other articles for running the schools properly are the main items of work involving heavy responsibility on this clerk.

(5) Lower Division Clerk No. 3. Papers relating to Rural Fishery Demonstration Units, Deep Sea Fishing and other Food Production Schemes. He has to maintain several registers to watch the progress of work, expenditures and receipts of the Food Production Schemes and to submit a number of periodicals to Central Office.

(6) Lower Division Clerk No. 4. Attend to papers relating to Co-operative Societies, Shark Liver Oil Stores and stationery and miscellaneous items. The correspondence relating to the co-operative societies is increasing day by day and it is found absolutely necessary to have a separate Lower Division Clerk to attend to the Co-operative papers. Issue of stationery and stores to the office as well as to the 27 Fish Curing Yards and 27 schools in time, itself involves, a clerk's work and he is further burdened by the maintenance of office records.

(7) Typist: The typist is attending to the fair copying of about 6,000 letter per year. He also attends to the despatch work, and maintenance of daily stamp account.

4) The number of currents received, by each clerk is also appended. Though the number of currents received by each clerk works out to 7 currents per day on average the numerous periodicals, received from the subordinates and that are sent to central office have not been taken into account.

5) In fact, the Head Clerk should not have been entrusted with any correspondence or other items of work, except the supervision of the other clerks, if the clerks are to do prompt and proper work and to maintain efficiency in office. This could not be done due to inadequate staff. The recent annual inspection of this office has revealed the ineffective control and supervision of the ministerial work on account of this arrangement. The Head Clerk should be relieved of this work except supervision and control and in which case the Accounts work will have to be entrusted to an Upper Division Clerk. Supposing this is done with the existing staff there will be only 3 Lower Division Clerks to attend to all other papers which in average will work out to about 10 currents per day per Lower Division Clerk in addition to a number of periodicals. This means additional burden to the already over burdened clerks. To maintain efficiency promptness and accuracy it is needless to point out that the clerks should be entrusted with only with a reasonable amount of work. It is impossible to do this in the existing condition.

6) From the above details it will be seen that the office is under-staffed and some additional staff is absolutely necessary, if proper standards of efficiency are to be maintained

(CONTD....3)

in this office. Therefore I submit that at least one more Upper Division Clerk, and one Lower Division Clerk are necessary for the present. I am giving below the proposed redistribution of work after the above additional staff are sanctioned.

(1) Head Clerk (Upper Division Clerk): General supervision over other clerks, distribution of currents etc., and general management of the office.

(2) Upper Division Clerk No.1. Establishment including all service matters, maintanance of service registers, all establishment returns etc.

(3) Upper Division Clerk 2. Maintenance of cash and cash accounts. He should be assisted by one Lower Division Clerk for preparing Fair copy of bills etc.

(4) Lower Division Clerk I. Vide item (3) above.

(5) Lower Division Clerk II. Papers relating to schools, Rural Fishery Demonstration and miscellaneous.

(6) Lower Division Clerk III. Fish curing yard and Deep Sea Fishing, Shark Liver Oill and Intensive Seed collection.

(7) Lower Division Clerk IV. Co-operative Societies, quick transport facilities and yarn subsidiary scheme.

(8) Lower Division Clerk V. Stores, Stationery, Records and Despatch.

(9) Typist. Fair copying.

7) The financial aspects of the proposal are:-

Recurring Expenditure:	Rs.			
1. Upper Division Clerk.				
Pay Rs. 80/- per month.	960	0	0	
Dearness Allowance Rs. 24/- p.m.	288	0	0	
Other Compensatory Allowance @ Rs.7/- per mensem.	84	0	0	
1. Lower Division Clerk.				
Pay Rs. 45/- per month.	540	0	0	
Dearness Allowance @ Rs. 22/- p.m.	264	0	0	
Other Compensatory Allowance @ Rs. 7/- p.m.	84	0	0	
Total. Rs.	2,220	0	0	or
Rs.	2,250	0	0	

Non-Recurring:				
2 Tables @ Rs. 60/- each.	120	0	0	
2 Chairs @ Rs. 25/- each.	50	0	0	
4 Paper Tract @ Rs. 3/- each	12	0	0	
Total. Rs.	182	0	0	or
Rs.	200	0	0	

Total (Rs. 2,250 + 200) = 2,450 or Rs. 2,500.

8) In the first year, it will involve an expenditure of Rs. 2,500 and in subsequent years only Rs. 2,300 which is worth incurring considering the ultimate result of improving the efficiency and volume of turn over of the work.

(CONTD....4)

9) I request that sanction may kindly be accorded urgently for this additional staff as the Assistant Director is pressing for the same and is ~~expressing~~ great difficulty to cope with the work with the present inadequate staff.

10) Early orders may kindly be issued on the matter.

12.12.52

for Director of Fisheries.

cs/11-2.

ENCLOSURE.

Month.	Currents received by Head Clerk A	Upper Division Clerk - B	Lower Division Clerk - C	Lower Division Clerk D.	Lower Division Clerk E.
22 January '51	138	142	163	234	100
23 February '51	77	104	152	135	85
24 March '51	101	110	133	149	92
22 April '51	94	116	127	133	85
26 May '51	119	133	93	124	75
25 June '51	137	132	223	142	60
24 July '51	150	167	184	100	75
23 August '51	132	1641	226	126	78
21 September '51	50	176	277	112	140
19 October '51	68	167	205	198	170
25 November '51	86	172	266	202	172
15 December '51 (upto 19-12-51)	42	98	141	113	98
	1193	1681	2190	1768	1232

W. Days 269

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Pl. issue copies for (C.No. 16118 F/52-2) 3/52

103/113.

111

DEVELOPMENT DEPARTMENT (F)

ESTABLISHMENT - Fisheries - Office of the Asst. Director of Fisheries, Mangalore - Additional staff - Proposal of Director of Fisheries - Orders - Issued.

READ:

From the Director of Fisheries 27742 A3/51, dated 9--2--1952.

ORDER MS. 982. DEV. DATED: 10.3.52.

The Govt. consider that there is no case for the employment of additional staff in the Office of the Asst. Director, Mangalore especially in the present state of financial stringency. The Director of Fisheries is requested to renew his proposal, if necessary, when finandial conditions improve.

Compd 12/3 3/3/52 3352

Seen by D.S in my.

To

The Director of Fisheries.

S.F. 1.

Dev

C.No. 16118 F/52
pp 1-7 CF

Sub: Establishment - Fisheries - office of the Asst. Director of Fisheries Mangalore - Addl. Staff - Proposals

Ref: From the D.F 27742 A3/51 dated 9.2.52

To A.S

Please see the letter from the D.F at pp. 1-7 C.F. The D.F has submitted proposals for the employment of one Upper Division Clerk on Rs 80-110 and one Lower Division Clerk on Rs. 45-90 for the office of the Asst. Director of Fisheries, Mangalore.

'X' anp 5 CF

2) Prior to the reorganisation of the Fisheries Dept. on a regional basis, the Asst. Director of Fisheries, Mangalore was in charge of only Deep Sea Fishing activities of the Fisheries Dept. After the Reorganisation he Asst. Director has direct control over 27 fisheries schools, 27 fish curing yards 47 fishermen Coop. Societies and some deep sea fishing centres The following ministerial staffs are working in the office of the Asst. Director, Mangalore

A anp 1 CF

'B' anp 1 CF.

para 3 anp pp 1-3 CF

one Head clerk (Upper Division clerk)
one U.D. Clerk
Four L.D. Clerks
one Typist

The work attended to by the staffs mentioned above is given in para 3 of the D.F's letter at pp 1-3 C.F. The statistics of Correspondence received by each Clerk during the year 1951 upto 19.12.51 is given in the Statement on p 9 C.F

3) The need for the employment of the addl. staffs has been explained by the D.F in para 5 of his letter on p 3 C.F. The number of Currents received by each clerk works out to 6 per day and not 7 as stated by the D.F. The

vide p 9 CF
& para 4 anp p 3 CF

Dev. F

Sub: Establishment - Fisheries - office of the Asst. Director of Fisheries Mangalore - Addl. Staff - Proposals

C.No. 16118 F/52: pp 1-7 CF

Ref: From the D.F 27742 A3/51 dated 9.2.52

To A-5

Please see the letter from the D.F at pp. 1-7 C.F. The D.F has submitted proposals for the employment of one Upper Division Clerk on Rs 80-110 and one Lower Division Clerk on Rs. 45-90 for the office of the Asst. Director of Fisheries, Mangalore

'X' at p 5 CF

2) Prior to the reorganisation of the Fisheries Dept. on a regional basis the Asst. Director of Fisheries, Mangalore was in charge of only Deep Sea Fishing activities of the Fisheries Dept. After the Reorganisation the Asst. Director has direct control over 27 fisheries schools, 27 fish curing yards, 47 fishermen Coop. Societies and some deep sea fishing centres The following ministerial staffs are working in the office of the Asst. Director Mangalore.

A at p 1 CF

'B' at p 1 CF.

para 3 at pp 1-3 CF

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Vide p 9 CF
& para 4 on p 3 CF.

E II

Standard fixed is 10 currents per day for each Clerk. But the Head clerk at present attends to original work relating to accounts etc in addition to supervision. When additional staff is sanctioned the D.F. proposes to allot the work of supervision & management of office only to the Head clerk.

4) The expenditure on account of the proposal is estimated at Rs 2742/- recurring per annum (on account of the addl. staff) and Rs 200/- non-recurring towards the purchase of furniture. In the circumstances explained by the D.F it is for orders whether this proposal of the Dept to employ an Upper Division clerk and a Lower Division clerk in the office of the Asst. Director, Mangalore will be supported in this Dept. If so, the addl. staff may be sanctioned for a period of one year in the first instance, Fin Dept. may see for remarks

19.2.52 / 20.2.52

by
20.2.52 DS

Fin

I do not think that a strong case has been made out for the employment of the additional staff asked for, especially in the present state of financial stringency. The Director may be asked to reserve this proposal when financial conditions improve.

M

ADDITIONAL DEPUTY SECRETARY
E II
20 FEB 1952
12576
FINANCE DEPARTMENT

21.2.52

Fin Dev.U.O 16118 F/52.1
Finance (E2) 22/2/52

Notes on pp 1-2 above may be perused. Finance may agree with the view of Dept D.S. that no strong case has been made out for the appointment of additional clerical staff in the office of the Assistant Director of Fisheries, Mangalore.

N

ASSISTANT SECRETARY
DEVELOPMENT DEPARTMENT
26 FEB 1952
12576

Fin U.O. No. E/52-1
Dev 2167 dtd 6-2-52
26/2/52

26.2.52

for
Deputy Secretary

DEVELOPMENT DEPARTMENT (F)

SUMMARISING NOTE

pp 1-7 cf

The file deals with the proposal of the Director of Fisheries to employ one Upper Division Clerk on Rs.80-11 and one Lower Division Clerk on Rs.45-90 for the office of the Asst.Director of Fisheries, Mangalore.

'A' on p 1 cf

'B' on p 1 cf

2. Prior to the reorganisation of the Fisheries Dept. on a regional basis, the Asst.Director of Fisheries, Mangalore was in charge of only Deep Sea Fishing activities of the Fisheries Dept. After the reorganisation, the Asst. Director has direct control over 27 fisheries schools, 27 fish curing yards, 47 fishermen Co-operative Societies and some deep sea fishing centres. The following ministeria staff are working in the Office of the Asst.Director, Mangalore.

para 3 on pp 1-3 cf

One Head Clerk (Upper Division Clerk)

One Upper Division Clerk.

Four Lower Division Clerks.

One Typist.

para 5 on p 3 cf

3. The Director of Fisheries has stated that the Head Clerk who is now attending to the work relating to accounts etc. in addition to supervision will have to be allotted exclusively the work of supervision and management of offic for the proper working of the office and that the additiona staff asked for in para 1 above, are therefore necessary for the accounts and other items of work.

p 9 cf

4. The statistics of currents received by each clerk is at p.9 cf. The number of currents received by each clerk worked out to 6 per day as against the standard of 10 currents per day fixed for each clerk. The proposal of the Director of Fisheries was estimated to cost Rs.2,742/- recurring per annum on account of the additional staff and Rs.200/- non-recurring towards the purchase of furniture for the additional staff.

(5) ave cost

'K' on p 2 cf

'M' on p 2 above

5. This Dept. considered that a strong case has not

8/6/3

been made out by the Director of Fisheries for the employment of the addl.staff especially in the present state of financial stringency and suggested that the Director of Fisheries may be asked to renew his proposal when financial conditions improve. Finance Department have agreed with this Dept. A draft order is submitted for approval. The case may be circulated to H.M.(Food) for approval of the draft order.

N ~ 1 p 2 above

3/3/52

5.3.52

8/3 H.M.(Food)

[Issued as G.O Ms 982 Dev. dated 10.3.52]

SECRETARY TO GOVERNMENT
1952
DEVELOPMENT DEPARTMENT

DEPUTY SECRETARY TO GOVERNMENT
8 - MAR 1952
DEVELOPMENT DEPARTMENT